

CHILD PROTECTION ACCOUNTABILITY COMMISSION
Non-Academic Education Committee
Wednesday, January 30, 2019
Collette Educational Resource Center, Conference Room B
DRAFT

Meeting: The Child Protection Accountability Commission (CPAC) Non-Academic Education Committee was called to order at 9:05 a.m. on January 30, 2019 at Collette Educational Resource Center, Conference Room B by chair Tammy Croce.

Attendees:

Mary Cooke, Capital School District	Tammy Croce, DASA
Michele Yingling, DSCYF	Patty Dailey Lewis, Beau Biden Foundation
Karen DeRasmo, Prevent Child Abuse DE	Susan Haberstroh, DOE
Brian Moore, DOE	Deb Stevens, DSEA
Kellie Turner, PCAD	Al Volpe, Appoquinimink School District

Agenda Topics

- I. **Welcome and Introductions:** Everyone was welcomed to the meeting.
- II. **Approval of meeting minutes:** Tammy Croce asked for the committee members to review the meeting minutes from October 10th, 2018. Deb Stevens made a motion and was seconded by Brian Moore to accept the meeting minutes with the correction of adding Brian Moore to the list of attendees. Motion passed.
- III. **Update from small working groups:**
 - a. Teen Dating Violence and Sexual Assault Training: Brian Moore reported out that he and Amy Strong are currently viewing another module for the Teen Dating Violence training which will tie into Title IX on how to appropriately document Title IX compliance after a student on student sexual misconduct allegation occurs. There is a regulation (616 Uniform Due Process Procedures for Alternative Placement Meetings and Expulsion Hearings) that provides guidance to LEAs on due process in disciplinary procedures. The timeline in Regulation 616 is more restricted than in Title IX.
 - b. Timeline is to have this new module to be approved by the Domestic Coordinating Council in time for summer training. Mr. Moore shared that information on the new training would be shared with this group, along with providing information via the Chiefs and Charters memos.
 - c. For clarification related to the reference for Title IX, Susan Haberstroh stated that as the Chair of the CPAC Education Sub-committee, there has been a Title IX workgroup

established. Jennifer Donahue from the Office of Child Advocate and Maureen Monagle, Domestic Violence Coordinating Council will serve as Co-Chairs of the working group. Brian Moore stated that the goal of this group is to create a best practice process document and to provide training in order to be in compliance with Title IX. Tammy Croce asked who from the districts are going to be included on this committee. Brian Moore stated that currently Appoquinimink and Red Clay have representation on the committee. Tammy Croce stated that she has concerns in making sure there is Title IX representation on the committee. Mary Cooke said that she would like to see representation from all three counties on the committee, as all three counties have different issues and concerns. Brian Moore stated that currently school resources officers and ombudsman are also included on the committee because at the end of the day the focus is how law enforcement is going to work with the schools on this issue. Susan Haberstroh said that Brian Moore is not the chair of this committee but rather Jen Donahue and Maureen Monagle. Dr. Haberstroh said as chair of the CPAC Education Sub-committee, she can take the feedback to the Title IX working group for consideration.

- d. Tammy Croce stated another concern she has is that the training on investigations will be open to all educators and not all educators are responsible for performing investigations. Mr. Moore replied that the module is for awareness only. Susan Haberstroh reminded everyone that the Teen Dating Violence target audience is for counselors, nurses, and administrators for grades 7 to 12 and that careful consideration will have to be given to the naming and messaging of the module. Mary Cooke asked if licensed counselors and social workers as district employees could take the course. Susan Haberstroh stated yes and you would treat those individuals just like you would your nutrition staff and bus drivers if they don't have access to PDMS. Mary Cooke also asked how this would work with wellness center staff. Susan Haberstroh suggested that the district work with their lawyer on seeing if the wellness staff meets the definition of school personnel for purposes of determining if they are required

Mary Cooke stated that it would help the districts to know when additional resources will be available to districts and to have a calendar. Susan Haberstroh stated that the department will send the Non-Academic training e-mail out by August 1st this coming year. Discussion was held on what are the consequences if someone does not complete the requirements. Tammy Croce stated that this is a condition of employment and these trainings are not tied to Licensure and Certification. This requirement is the responsibility of the district to track by code and to find time for the employees to complete the requirements.

- e. Child Abuse and Child Safety: Susan Haberstroh reported for Tania Culley that Minimal Facts training is now available and the group is working on the implementation of the personal body safety program for the children. Brian Moore reported that his office has not heard from two charter schools and one district

concerning the implementation plan for the 2019-2020 school year. Karen DeRasmo asked if PCAD could have information on which districts/charters have decided what vendors they have selected for planning purposes because at this time they have heard from five districts and six charter schools. This stretches their new capacity to serving 30,000 kids. At some point, PCAD will have to either add additional capacity or say they can no longer take on additional LEAs. Brian Moore stated that he would send out an e-mail informing LEAs that a vendor is coming close to reaching capacity and for planning purposes it is recommended that each LEA reach out to the vendor they are interested in working with. Tammy Croce asked Brian Moore to copy curriculum leads; however, Susan Haberstroh stated that Mr. Moore would not know who the curriculum leads are. Tammy Croce is to provide this list to Mr. Moore.

- f. Bullying and Gang Activity Awareness: Brian Moore reported that there is currently one hour each of Bullying and Gang. He is currently working on editing an hour of sex-trafficking awareness and this should be ready by April 1st. When the module is ready it will be communicated through this committee along with the Chiefs and Principals memo. Tammy Croce stated that it would be helpful if Brian Moore attended a Human Resources Directors meeting to review the Non-Academic trainings and where the information can be found on the School Climate and Discipline website. Deb Stevens stated DSEA can be helpful in spreading the word through their e-mails and by possibly offering some of the training sessions during their professional development conferences.
- g. Suicide Prevention: Deb Stevens stated that NAMI is offering a 6-hour session on Basic Mental Health focus and a 9-hour Youth Mental Health First Aid session and that they may come to the group asking for this to be approved for credit. Susan Haberstroh reported out for Jennifer Davis stating that Jenn is currently working on trying to break down the modules. Deb Stevens stated that DSEA is still getting complaints about educators having to provide personal information.

IV. **Other updates/discussion:**

- a. Alternate Training Request Form: A handout was provided with four different request forms, one for each type of non-academic training. Susan Haberstroh stated, that now that the forms have been created, what do we do with the forms? It was decided after discussion that if an agency, organization, or LEA comes to the committee for a request they can be given the forms and Brian Moore will post the forms on the School Climate and Discipline website. The following edits were suggested to be made to the form:
 - i. Add agency to the LEA line
 - ii. Add line for # of hours of training requested and approved

- iii. Add line for in person or on-line training
- iv. Change signature line to include agency/organization

Tammy Croce stated that we need to be clear in our message that the district/charters can assign clock hours if they wish.

- b. Tracking Process: Mary Cooke and Al Volpe both stated that the EdInsight reports have been a tremendous help for tracking completion of courses.

V. **Next Steps:** The next steps are as follows:

- i. Alternate Training Request Forms – update and post to School Climate & Discipline website (we will run by this Workgroup first)
- ii. Continue to build modules to increase the database
- iii. Create an additional report in EdInsights for employees, so they can see what courses they have completed and what they still need to complete. Susan Haberstroh stated that this would need to some additional discussion as to the risk of another report.

VI. **Public Comment:** None

VII. **Future Meeting Dates:** March 11th from 1 to 3 at the Appoquinimink Training Center
Other Meetings: Full CPAC Commission - February 20, 2019–9:00am-12:00pm–NCCCCH
CPAC Education Committee–March 26, 2019–1:00pm-3:00pm– Collette

A motion was made by Brian Moore and seconded by Al Volpe at 10:58 a.m. to adjourn the meeting. Motion passed.